



Your Club Activity Report And Review For The Long Range/Strategic Plan

Altrusa's Long Range/Strategic Plan, adopted at the 1999 Seattle International Convention, contains goals that are directly related to the work of all Altrusa Clubs:

- A. Membership growth - recruitment, retention, orientation, new clubs
- B. Service - projects, fundraising, collaborative projects, awards
- C. Member benefits - planning, leadership development, personal satisfaction
- D. Image - internal and external communication

Note: The letters in parenthesis () at the end of each item in the Club Activity Report refer to these.

Thanks to you and your club for taking the time to complete the Club Activity Report for 2004-2005.

Your report provides valuable information to Altrusa as we work in partnership to achieve the objectives set out in our Long Range/Strategic Plan. This report will assist in measuring Altrusa's success in the realization of its goals.

We can only succeed with the involvement of each club and its members.

Remember – Stars just don't happen
set your sights and
make your plans to
Celebrate the stars of Altrusa as "Leaders in Service!"

Your International President and
2003-2005 International Program Team

Altrusa International, Inc. Club Activity Report 2004-2005

Altrusa International, Inc. _____ District _____

Submitted by _____ Position _____

Address _____ City _____

State/Province _____ Country _____ Postal Code _____

E-mail: _____

The Club Activity Report facilitates planning, provides awards information and Long Range/Strategic Plan monitoring for three important groups:

1. **Your Club.** This report summarizes all of your club's activities for the last year. It can be used by the next administration of your club as a planning tool and will help you access your club's participation in the Long Range/Strategic Plan. You can also use this report to apply for various awards, eliminating the need to fill out additional applications.
2. **Your District.** The report helps the District know and understand what must be done to help strengthen your club, its work and its involvement in Altrusa's Long Range/Strategic Plan. The report is designed to provide information pertinent to District awards.
3. **International.** The report, when compiled by the District Membership Development Chair or other person designated by the Governor, gives a valuable profile of the District's activity. International prepares a profile report on our progress towards the successful achievement of the objectives identified in our Long Range/Strategic Plan.

Important: It is important for your club to complete this report - there are no "right" or "wrong" answers. Your club's individuality is what makes Altrusa an integral part of your community.

Club presidents are to submit this report to the District Membership Development Chair or the Governor's designee by May 31, 2005 (see details below).

INSTRUCTIONS

1. Complete this report with the assistance of your club's assigned chairs.
2. Please submit only this report. Keep yours answers as concise and as brief as possible.
3. Mail a copy of the report to the person designated by your District before May 31, 2005. Send a copy to the incoming president of your club so your club can build on the history of this year.
Clubs-at-Large: Please mail your reports to Altrusa International, Inc., 332 South Michigan Avenue, Suite 1123, Chicago, Illinois 60604-4305.
4. **If you want your club to be considered for the Distinguished Club Award, send an additional copy of this report to Altrusa International, Inc. by May 31, 2005. Your club must be at Charter Strength (20 members) to be eligible for this award.**

6. Does your club sponsor an ASTRA club? (B) yes no

7. Did your fundraising efforts support your projects? (B) yes no

What is your most successful fundraising project? _____

Is this an annual fundraiser? yes no How much was raised this year? _____

8. Did your club participate with other agencies, local service organizations or Altrusa Clubs in a community Service project? (B) yes no

If yes, describe the project and the name of the other agency, club, or organization.

9. What was your most successful service project? (B, D) _____

What was the project's purpose? _____

Estimate the number of persons benefiting from project _____

Promotion/media coverage: _____

10. Did you participate in Make A Difference Day? yes no

If so, what was your project? _____

Programming

1. Does your club have a written Long Range/Strategic Plan? yes no

2. Is this plan reviewed each year? yes no

a. If no, what was the last date that the "plan" was reviewed by the club? _____

b. If you do not have a plan now, would you like the District Trainer to contact you to help develop one?

 yes no

3. Does your club evaluate all programs at least annually? (C) yes no

4. How often does your club meet? (C) Once a month Twice or more per month

5. Does at least 60% of your membership attend your meetings regularly? yes no

a. Do you hold business and programs meetings? Separately Together

6. Does your club set goals in all program areas? (C) yes no
- a. Did your club develop action plans to meet its goals? yes no
- b. Did your club meet its program goals? yes no

Membership

1. Total number of members as of May 31, 2004 (A) _____ May 1, 2005 _____

From June 1, 2004 to the date that this report is sent, indicate the number of:

New Members _____ Reinstated _____ Resignations _____ Transferred _____

Dropped for Cause _____ Deceased _____ Moved from Area _____

2. Did your club establish a membership goal for this year? (A) yes no

a. What was your goal? _____

3. Does your club conduct regular orientations for all members? (A) yes no

a. What techniques do you use for your orientation? (Check all that apply)

 Lectures Panels Games Other (specify) _____

4. Did your club charter a new club within the past year? (A) yes no

a. What community (or communities) in your area would be a good location for a new Altrusa Club?

b. Is your club planning to organize a club in the community listed? yes no

5. Did your club participate in the International "Add An Altrusan Day?" yes no

a. Describe your event and the success of the event _____

6. What other membership recruitment procedures are used by your club? (A) _____

7. What methods did your club use this year to retain members? (A)

Check all that apply

Telephone follow-up when the members miss meetings

Ongoing orientation

Interesting and varied programs/meetings

Service projects that meet members' interests

Strong partnerships between member and sponsor

Other: _____

Leadership

- 1. Does your Board of Directors meet monthly? yes no
 - a. Are committee chairs and members invited to attend Board meetings? yes no
- 2. Do your program committees meet at least one time a month? yes no
- 3. Does your club hold a joint training session for retiring and incoming officers and committee chairs, which includes the passing along of files? yes no
- 4. Does your club use your District's annual workshops or leadership training sessions to help in training officers and chairs? (C) yes no
- 5. Did your club send its full complement of delegates to the last District Conference? yes no
- 6. Did your club send its full complement of delegates to the last International Convention? yes no
- 7. If your club does not regularly have representatives at District Conferences or International Conventions, what are the reasons? (B, C) _____

8. What topics would you like to see addressed at your District Conference and/or International Convention related to training? _____

Communications

1. Does your club publish a newsletter? (D) yes no

a. How many times per year? _____

2. To whom did you send your newsletter? (D)

Check all that apply

International Office

International Officers All Selected

International Chairs All Selected

District Officers All Selected

District Chairs All Selected

3. Did your club publish a Yearbook? (D) yes no

4. To whom did you send your Yearbook? (D)

Check all that apply

International Office

International Officers All Selected

International Chairs All Selected

District Officers All Selected

District Chairs All Selected

5. Does your club have a page on the World Wide Web? (D) yes no

a. What is the main objective of your website?

Communications Publicity Other _____

b. Is club newsletter sent electronically by e-mail? yes no

c. Please give the address of your club's Web Site: _____

6. Does your club publish a brochure? (D) yes no

If yes, what is the primary purpose of the brochure?

General image building

Promote membership

Promote a service project

Promote a fund-raiser

Other _____

7. What is the total number of times Altrusa public service announcements and/or paid advertisements were aired on all local radio, television stations, including cable? (D) _____

8. How many club-related articles and/or paid advertisements were published in your newspaper? (D) _____

9. Do you submit information about your club's activities to the International Office for Altrusa publications?

yes

no

10. Do you regularly report information from District and International in your publications: (D) yes no

11. Suggest areas in which your District or International could be of more help to your club: _____

12. When do your committees give reports? (D)

At business meetings

For club newsletter

At each Board meeting

Only when called on

International Foundation

1. Did your club contribute to any of the following Foundation's Funds?

a. Grants Fund

yes

no

b. Endowment Fund

yes

no

c. Disaster Relief Fund

yes

no

2. How many members of your club belong to Club 21? _____

3. Did your club apply to the International Foundation for a grant? yes no
Was the grant awarded? yes no How much was received? _____
a. How were the grant funds used? _____

4. Did your club hold a specific fundraiser for the Foundation? yes no
5. Did your club participate in the District Foundation fundraiser at Conference? yes no
6. Did your club participate in the International Foundation fundraiser at Convention? yes no

This concludes the Club Activity Report. This information will be most helpful in monitoring the success of our clubs.

Thank you for your participation.